

**City of New York**  
**DEPT OF DESIGN & CONSTRUCTION**  
**Citywide Job Posting Notice**

<b>Civil Service Title:</b> Administrative Engineer (NM)	<b>Level:</b> 00
<b>Title Code No:</b> 1001A	<b>Salary:</b> \$49,990/\$57,489-\$136,023
<b>Business Title:</b> Executive Project Audit Engineer	<b>Work Location:</b> 30-30 Thomson Ave, LIC, NY
<b>Division/Work Unit:</b> Program Management/Engineering Audit Office	<b>Number of Positions:</b> 2
<b>Job ID:</b> 266499	<b>Hours/Shift:</b> 35 Hours
<b>Job Description</b>	
<p><b>Only candidates who are permanent in the Administrative Engineer title, or those who can provide proof of successful registration for the March 2016 or November 2016 Open Competitive or Promotional Exam may apply. Failure to do so will result in your disqualification.</b></p> <p>Under general supervision, the selected candidates will serve as Executive Project Audit Engineers, and be assigned to the most complex, high performance, major projects in DDC. Key responsibilities include conducting audits of payment requisitions for contract work including change orders; performing a final review and examination of prices, reimbursable costs, technical and trade labor rates, multipliers, overhead factors and other related documents in order to certify the fairness and reasonableness of contract changes; and performing field inspections to verify that work is of good quality and has progressed sufficiently to warrant payment requested.</p>	
<b>Minimum Qualification Requirements</b>	
<p>A valid New York State License as a Professional Engineer is required. In addition, candidates must have six (6) years of full-time paid experience in civil, mechanical, electrical, chemical or air pollution control engineering work, at least two (2) years of which shall have been as an administrative engineer.</p>	
<b>Preferred Skills</b>	
<p>Preference will be given to candidates with working knowledge of various types of fast paced capital construction and consultant contracts, thorough knowledge of the building trades, scheduling and cost estimating, and applicable regulations and directives of the City of New York, especially Comptroller's directives #2, 6 and 7. Candidate must have good verbal, written and computer skills.</p>	
<b>Residency Requirement</b>	
<p>New York City Residency is not required for this position</p>	
<b>To Apply</b>	
<p>For City Employees, please go to <a href="#">Employee Self Service (ESS)</a>, click on Recruiting Activities/Careers and Search for Job ID #266499.</p> <p>For all other applicants, please go to <a href="http://www.nyc.gov/jobs">www.nyc.gov/jobs</a>, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 266499.</p> <p>Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.</p>	
<b>Posting Date:</b> 10/24/2016	<b>Post Until:</b> Filled

**The City of New York/NYC Department of Design & Construction is an Equal Opportunity Employer**